

Voters!

Everything you need to
take care of the voter.

Acceptable IDs to vote:

- Driver's license or personal identification card with a photo issued by Michigan or another state.
- Federal or state government-issued photo identification.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

Absentee Voter Arrives at Polls:

- If the E-Poll Book Voter History reads: **"Absentee Ballot sent/received by clerk—Do not issue ballot"** – do not allow voter to vote, put them in contact with Clerk's Office if they insist they did not vote absentee.
- If the E-Poll Book Voter History reads: **"Absentee Ballot sent by clerk"**.
 - **The ballot must be surrendered;** write "Canceled – voted in person." Place the surrendered ballot in the "Local Clerk" envelope.
- OR
 - **If voter does not have their absentee ballot,** call Clerk's Office to make sure ballot was not returned **AND** have voter complete **Affidavit of Absent Voter.** Affidavit of Absentee Voter is located in the **E-Poll Book binder.**

A Challenged Voter:

If the voter is challenged by a Challenger or is marked “**Challenged**” in their EPB Voter record, then follow these steps:

- **Challenged** - if a voter has this message in the E-Poll Book Voter History or is challenged in the precinct,
 - Have the voter affirm the following oath, “Do you solemnly swear or affirm that the information you are about to give is correct?”
 - Then ask questions of the voter’s eligibility to vote (age, citizenship, residency, date of registration) until you have confirmed their information and that they are eligible to vote in your precinct.
 - For any address changes, have voter complete the correct information on the Election Day **Change of Address** voter form, voter and Election Inspector both sign the form.
 - Place the signed form in the “Local Clerk” envelope.
 - Issue the voter a challenged ballot by writing the ballot number on the ballot and covering it with a white sticker from the back of the Ballot Inspector Folder. Process in E-Poll Book as challenged ballot.
 - A challenged voter MAY NOT vote if they refuse to answer questions, refuse to take the oath, or is not qualified to vote based on their answers given.
 - A complete record of the challenge must be entered on the “CHALLENGED VOTERS” or section in the hard copy Poll Book. The record must include the name of the person making the challenge; the reason for the challenge; the time of the challenge; the name, address and telephone number of the person challenged; and any other pertinent information.

Angry Voters:

If you have an angry voter for whatever reason, try to determine the problem they face and solve it. Here are some recommendations of how to handle a frustrated/angry voter.

1. Bring the Chairperson and, if one can be spared, another inspector to help resolve the issue.
2. Repeat their concern back to the voter to confirm you understand their issue.
3. If they raise their voice, lower your voice to help keep the situation calm. *However, be careful not to sound sarcastic or impatient, which could potentially antagonize the voter.*
4. Phrases like “I can understand your frustration” can help show the voter empathy

If their problem cannot be identified or fixed by the election inspectors, contact the Clerk’s office. If the upset voter refuses to leave, calm down, be patient, and/or turns to loud disruption, violence, or other distracting behavior, it can be determined that law enforcement may be necessary.

Voter Appears Unlisted:

If a voter's name does not appear in the Qualified Voters File (QVF), take the following steps:

1. Confirm the voter is in the correct precinct
- 2. Check other precincts on E-Poll Book**
3. Check for hyphenated names, prefix/suffix, name change, etc.
4. Ask to see Voter ID card or valid voter registration receipt
- 5. Contact the Clerk's office to see if the voter is registered somewhere else or to assist with the Provisional Ballot procedure**

A Voter with Moved Residence *within* the City of Lansing (But appears on your precinct list):

A voter who has **moved *within* the City of Lansing** and hasn't changed their address prior to the election can still vote one last time in their former precinct where they're registered.

Proceed as follows:

1. Have the voter fill out an **Election Day Change of Address Notice**.
2. Make the proper checks to identify the voter.
 - a. Ex. Age, residency, citizenship, and date of registration
3. If the person is satisfactorily identified by the check, initial the **Election Day Change of Address Notice** and the **Application to Vote** and permit the applicant to vote.
4. Let the voter know they should receive a new voter ID card with their new precinct location listed before the next election.
5. Place the completed **Election Day Change of Address Notice** in the "Local Clerk" envelope. The clerk completes the address change on the voter's registration record. The person must vote in the new precinct in the next election.

A Voter with Moved Residence *out of* the City of Lansing

(But appears on your precinct list):

A voter who has **moved from one Michigan residence *to another Michigan Residence*** may vote in their old precinct IF they moved within 60 days of the election. Have the voter complete a **Cancellation Authorization** and an **Application to Vote**.

1. Make the proper checks to identify the voter.
2. If the person is satisfactorily identified, initial the **Cancellation Authorization** and **Application to Vote**.
3. Remind the voter that he/she ***must*** register in their new jurisdiction (city or township) in order to vote in the future.
4. Put the **Cancellation Authorization** in the Local Clerk envelope.
The clerk cancels the voter's registration in the city or township.
The voter must register in their new jurisdiction in order to vote in the next election.

Remember: If they moved 61 or more days to outside the City, the voter **CANNOT** vote anywhere, unless they've registered to vote **PRIOR** to the Voter Registration cut-off.

Provisional Voters:

A Provisional Ballot may be required if the voter is not in the E-Poll Book (list of voters) AND unable to show proof of their voter registration before the Voter Registration deadline:

Step 1: Please double-check in the “Other” tab that the voter is not registered anywhere else in the City or using a hyphenated last name.

Step 2: Call the City Clerk 483-4133 to see if they can find the voter’s record.

- **If the voter is registered in another precinct in Lansing:**
 - **Ask the voter to go vote at their registered precinct**
 - **If the voter declines to go to their precinct, offer them the State of Michigan Provisional Ballot Form (Answer to question 1 is “NO”)**
- **If the voter is registered in another Town or City in Michigan:**
 - **Ask the voter to go vote at their registered precinct**
 - **If the voter declines to go to their precinct, offer them the State of Michigan Provisional Ballot Form (Answer to question 1 is “YES”)**
- **If the voter is not registered offer them the State of Michigan Provisional Ballot Form (Answer to question 1 is “YES”)**

Step 3: The Voter completes the Voter Registration and Affidavit portion of “State of Michigan Provisional Ballot Form” envelope.

Voter fills out
this entire form

Voter Signs

Voter

State of Michigan Provisional Ballot Form
and Voter Registration Form

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you **must** complete the following affidavit and voter registration form in the correct precinct.

voter affidavit (required)

I, _____, affirm
that I am a resident of:
☐ City _____
☐ Township _____

at the address provided, I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

Signature of Voter: _____

Signature of Election Inspector witnessing: _____

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

registration information (required)

I registered to vote on: _____
(approximate date)

at the location or with the following form: ☐ Mail-in registration form
☐ Secretary of State Branch Office
☐ Secretary of State "Renewal by Mail"
☐ ExpressSOS.com
☐ Designated voter registration agency
☐ County, city or township clerk's office

qualifications

Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be at least 18 years of age on or before election day? ☐ Yes ☐ No
If you are not a US citizen, do NOT complete this form

Michigan driver license/state personal ID #

_____-_____-_____-_____-_____-_____-_____-_____-_____-
If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:
X X X - X X - ____-____-
☐ I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

personal information *required information

last name* _____ first* _____ middle _____ suffix _____
address where you live - house number and street/road* _____ Apt/Lot # _____
city* _____ zip _____ date of birth* ____/____/____
phone _____ email _____
mailing address (if different than residential address)
city _____ state _____ zip _____

signature

I certify that:

- I am a citizen of the United States.
- I will be at least 18 years of age by election day.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X _____ / /
Signature of Applicant Date

Next, complete the voter registration application to the right. ➡

Voter Signs

(continue on next page)

- Signs the Election Inspector space on voter's Affidavit

(continue on next page)

- Completes the other side of the “State of Michigan Provisional Ballot Form” envelope:
 - a. Completes the “Election Inspector Review Checklist,”
 - b. Completes the “Election Inspector-Issuing a Ballot-Determining the correct type,” and
 - c. Completes the “Election Inspector Record” on other side of “Provisional Ballot Form” envelope

Election Inspector

election inspector review checklist

IMPORTANT!! Review the information provided by the voter for completeness.

Verify the voter:

- ☐ completed the affidavit and voter registration form on the front of this envelope
- ☐ is in the correct precinct or refuses to go to the correct precinct
- ☐ registered prior to the close of registration

ask these questions:

Can the voter confirm the voter is not registered in another precinct in this election?

☐ Yes ☐ No

Can the voter provide an approved picture ID?

☐ Yes ☐ No

Also, indicate the allowable type and enter the number or description:

- ☐ MI driver's license or Michigan Personal Identification (PID)
- ☐ Other federal, state, or tribal government issued picture ID
- ☐ Student picture ID issued by a university, college, or high school

ID number or describe: _____

3. Did the voter confirm his or her address with the ID listed above in #2?

☐ Yes ☐ No

If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document?

Please describe: _____

4. Were all answers above Yes? ☐ Yes ☐ No

For Clerk's Use Only:

<input type="checkbox"/> Not Counted: Reason <input type="checkbox"/> Original application rejected <input type="checkbox"/> Registration after deadline <input type="checkbox"/> Cancelled <input type="checkbox"/> Unreadable/Incomplete Comments: _____	<input type="checkbox"/> No ID provided w/in 6 days <input type="checkbox"/> No residency confirmation w/in 6 days <input type="checkbox"/> Voted out of precinct	<input type="checkbox"/> Counted: Reason <input type="checkbox"/> Reactivated <input type="checkbox"/> Registered <input type="checkbox"/> Provided ID <input type="checkbox"/> Residency confirmed	Action: <input type="checkbox"/> Registered <input type="checkbox"/> Notice sent on _____ Initials of processor: _____
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election inspector - issuing a ballot - determining the correct type

If you answered **YES** to Question 4, issue an **Affidavit** ballot:

- ☐ Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- ☐ Complete the election inspector record below
- ☐ **Give voter the Notice to Voter**
- ☐ The voter votes and puts their ballot in the tabulator
- ☐ Place this empty envelope in the *Provisional Ballot Storage Envelope*

If you answered **NO** to Question 4, issue an **Envelope** ballot:

- ☐ Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an envelope ballot
- ☐ Complete the election inspector record below
- ☐ Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must NOT be tabulated today and must be returned to an election inspector
- ☐ **Give voter the Notice to Voter**
- ☐ Allow voter to vote
- ☐ Seal the ballot inside this envelope
- ☐ Place this envelope in the *Provisional Ballot Storage Envelope*

election inspector record

Issued: ☐ Affidavit ballot OR ☐ Envelope ballot Voter # _____

Election date: _____ Pct. # _____

Initials of inspector sealing this envelope (if ballot enclosed) _____

other envelope ballot reasons - affidavit and voter registration form NOT required

Voter Name _____ Voter # _____

- ☐ Elector subject to federal ID requirement unable to produce an acceptable form of ID
- ☐ Elector produced picture ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the picture ID

Important! Notice to Voter (Election Inspector Record)

for enclosed.

(continue on next page)

If **YES** to question #4 on the “election inspector review checklist,” the Chair will instruct the E-poll book person to issue an **Affidavit** ballot.

Steps to issuing an Affidavit Ballot

1. Prepare the ballot as “challenged” by writing the ballot number on the ballot (under the tab) and cover the written ballot number on the ballot with a white sticker
2. Add the voter into E-poll book in the “Unlisted” tab
3. Issue the ballot to the voter as an **Affidavit** ballot in E-poll book
4. **Give the voter the orange “Notice to Voter”**
5. The voter then proceeds as normal to vote

If you answer YES to question #4, then issue the voter an Affidavit Ballot.

Election Inspector

election inspector review checklist

IMPORTANT!! Review the information

Verify the voter:

- ☐ completed the affidavit in front of this envelope
- ☐ is in the correct precinct or refuses to go to the correct precinct
- ☐ registered prior to the close of registration

Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?

☐ Yes ☐ No

2. Did the voter provide an approved picture ID?

☐ Yes ☐ No

If so, indicate the allowable type and enter the number or description:

- ☐ MI driver's license or Michigan Personal Identification (PID)
- ☐ Other federal, state, or tribal government issued picture ID
- ☐ Student picture ID issued by a university, college, or high school

ID number or describe

3. Did the voter confirm his or her address with the ID listed above in #2?

☐ Yes ☐ No

If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document?

Please describe:

4. Were all answers above Yes? ☐ Yes ☐ No

For Clerk's Use Only:

☐ Not Counted: Reason

- ☐ Original application rejected
- ☐ Registration after deadline
- ☐ Canceled
- ☐ Unreadable/incomplete
- ☐ No ID provided w/in 6 days
- ☐ No residency confirmation w/in 6 days
- ☐ Voted out of precinct

Comments:

☐ Counted: Reason

- ☐ Reactivated
- ☐ Registered
- ☐ Provided ID
- ☐ Residency confirmed

Action:

- ☐ Registered
- ☐ Notice sent on

Initials of processor:

election inspector - issuing a ballot - determining the correct type

If you answered **YES** to Question 4, issue an **Affidavit** ballot:

- ☐ Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- ☐ Complete the election inspector record below
- ☐ **Give voter the Notice to Voter**
- ☐ The voter votes and puts their ballot in the tabulator
- ☐ Place this empty envelope in the *Provisional Ballot Storage Envelope*

If you answered **NO** to Question 4, issue an **Envelope** ballot:

- ☐ Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an envelope ballot
- ☐ Complete the election inspector record below
- ☐ Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must **NOT** be tabulated today and must be returned to an election inspector
- ☐ **Give voter the Notice to Voter**
- ☐ Allow voter to vote
- ☐ Seal the ballot inside this envelope
- ☐ Place this envelope in the *Provisional Ballot Storage Envelope*

election inspector record

Issued: ☐ Affidavit ballot OR ☐ Envelope ballot Voter # _____

Election date: _____ Pct. # _____

Initials of Inspector sealing this envelope (if ballot enclosed) _____

other envelope ballot reasons - affidavit and voter registration form NOT required

Voter Name _____ Voter # _____

- ☐ Elector subject to federal ID requirement unable to produce an acceptable form of ID
- ☐ Elector produced picture ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the picture ID

Important!! Notice to Voter forms enclosed.
(Election Inspector remove from envelope)

6. Place the **EMPTY** Provisional Ballot Form envelope in the Provision Ballot Storage Envelope that goes to the Local Clerk

If **NO** to question # 4 on the “election inspector review checklist,” issue an **Envelope** ballot.

Steps to issuing an Envelope Ballot

1. Prepare the ballot as “challenged” by writing the ballot number on the ballot (under the tab) and cover the **written** ballot number on the ballot with a white sticker
2. Add the voter into E-Poll book in the “Unlisted” tab
3. Issue the ballot to the voter as an **envelope** ballot in E-Poll book and give voter a **blue secrecy sleeve** with ballot
4. Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting
5. Allow voter to vote, the ballot **must be returned to an election Chair Person**
6. **Chair Person: Give voter the orange “Notice to Voter” form and inform voter that they have 6 days to come to the City Clerk’s office with approved ID for their ballot to be counted**
7. Chair Person seals the ballot inside this envelope (tab remains on ballot)
8. Place this envelope in the “Provision Ballot Storage Envelope” – At the end of the day the “Provision Ballot Storage Envelope” is sealed with all State of Michigan Provisional Ballot Form envelopes inside. Place it inside the “Local Clerk Envelope.”

DO NOT put in Ballot Bag

(continue on next page)

Election Inspector

election inspector review

IMPORTANT!! Review the

- Verify the voter:
- ☐ complete front of
 - ☐ is in the precinct
 - ☐ registered

Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?

☐ Yes

2. Did the voter provide an appropriate ID?

☐ Yes

☐ No

If so, indicate the allowable type and enter the number or description:

- ☐ MI driver's license or Michigan Personal Identification (PID)
- ☐ Other federal, state, or tribal government issued picture ID
- ☐ Student picture ID issued by a university, college, or high school

ID number or describe

3. Did the voter confirm his or her address with the ID listed above in #2?

☐ Yes

☐ No

If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document?

Please describe:

4. Were all answers above Yes? ☐ Yes ☐ No

For Clerk's Use Only:

☐ Not Counted: Reason

- ☐ Original application rejected
- ☐ Registration after deadline
- ☐ Cancelled
- ☐ Unreadable/incomplete
- ☐ No ID provided w/in 6 days
- ☐ No residency confirmation w/in 6 days
- ☐ Voted out of precinct

Comments:

election inspector - issuing a ballot - determining the correct type

If you answered YES to Question 4, issue an Affidavit ballot:

- ☐ Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- ☐ Complete the election inspector record below
- ☐ Give voter the Notice to Voter
- ☐ The voter votes and puts their ballot in the tabulator
- ☐ Place this empty envelope in the Provisional Ballot Storage Envelope

If you answered NO to Question 4, issue an Envelope ballot:

- ☐ Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an envelope ballot
- ☐ Complete the election inspector record below
- ☐ Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must NOT be tabulated today and must be returned to an election inspector
- ☐ Give voter the Notice to Voter
- ☐ Allow voter to vote
- ☐ Seal the ballot inside this envelope
- ☐ Place this envelope in the Provisional Ballot Storage Envelope

election inspector record

Issued: ☐ Affidavit ballot OR ☐ Envelope ballot Voter #

Election date: Pct. #

Initials of Inspector sealing this envelope (if ballot enclosed)

other envelope ballot reasons - affidavit and voter registration form NOT required

- Voter Name Voter #
- ☐ Elector subject to federal ID requirement unable to produce an acceptable form of ID
 - ☐ Elector produced picture ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the picture ID

☐ Counted: Reason

- ☐ Reactivated
- ☐ Registered
- ☐ Provided ID
- ☐ Residency confirmed

Action:

- ☐ Registered
- ☐ Notice sent on

Initials of processor:

If you answer NO to question #4, then issue the voter an Envelope Ballot.

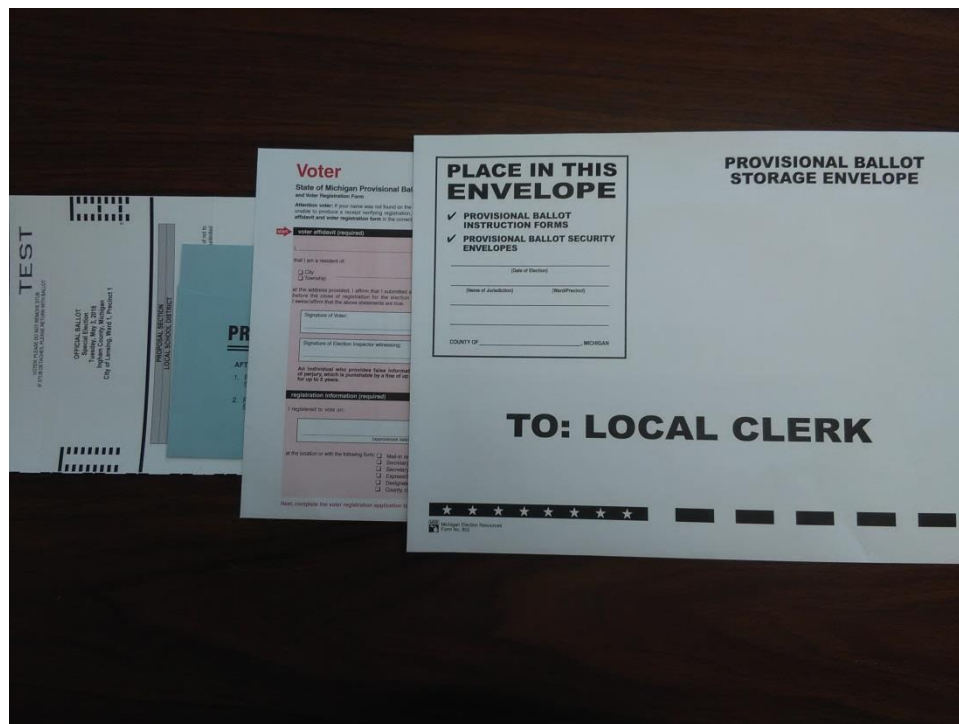
If NO to #4

Important!! Notice to Voter forms enclosed.
(Election Inspector remove from envelope)

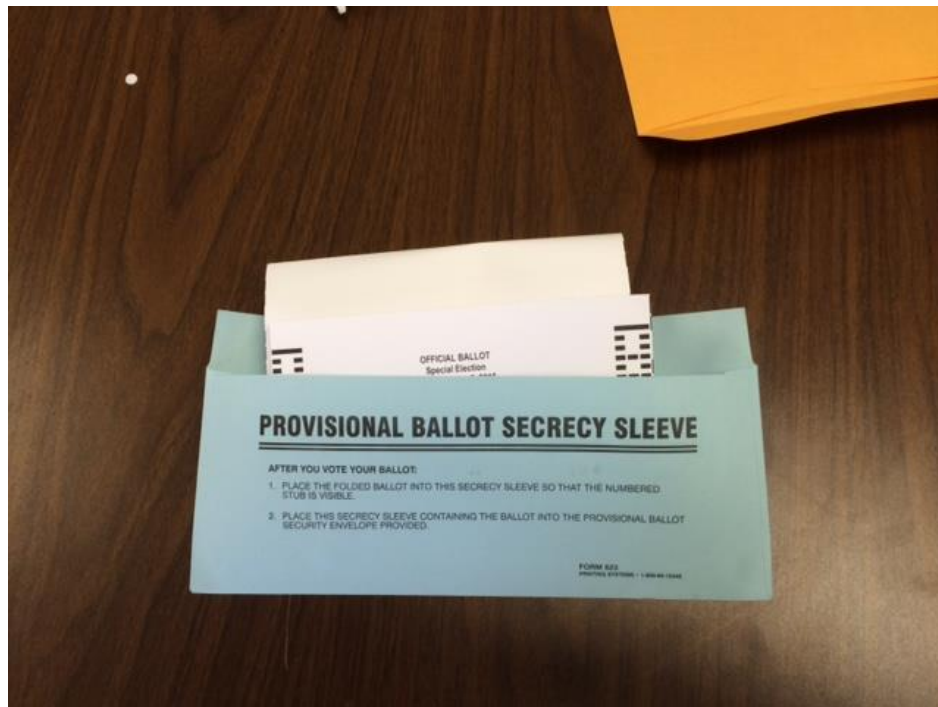
Storage of Provisional Envelope Ballot:

If you have a provisional envelope ballot completed, there are very specific storage procedures to follow. You will need **4** different items to complete the process.

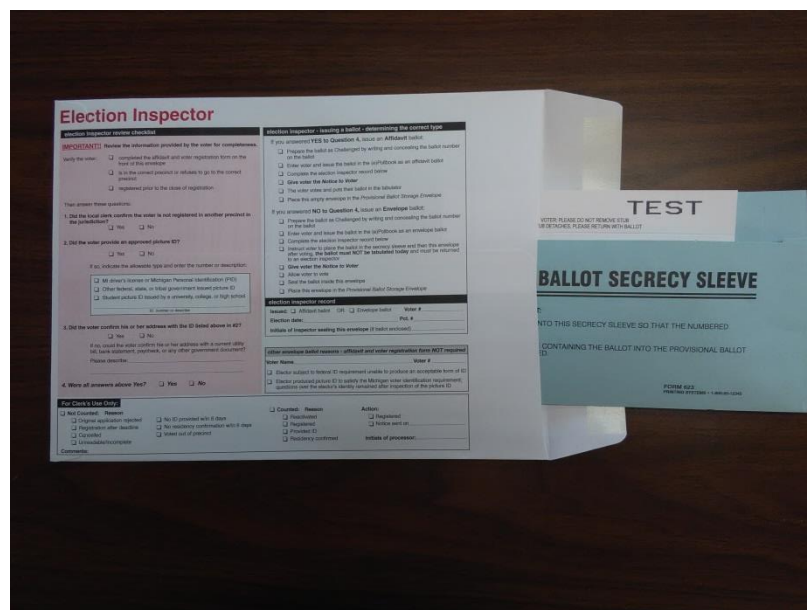
- 1) Completed Ballot
- 2) **Blue Secrecy Sleeve with ballot inside**
- 3) Completed White State of Michigan Provisional Ballot Envelope
- 4) **BIG** White Provisional Ballot Storage Envelope



1. Upon completion of the ballot, the voter will put the ballot in the **blue Provisional Ballot Secrecy Sleeve**.



2. The ballot inside the blue sleeve is placed inside the **completed white State of Michigan Provisional Ballot Form Envelope**.



3. Complete information on the outside of the **the BIG white Provisional Ballot Storage Envelope.**

RETURN TO LOCAL CLERK AT END OF NIGHT.

DO NOT put in Ballot Bag.

PLACE IN THIS ENVELOPE

- ✓ PROVISIONAL BALLOT INSTRUCTION FORMS
- ✓ PROVISIONAL BALLOT SECURITY ENVELOPES

(Date of Election) _____

(Name of Jurisdiction) _____ (Ward/Precinct) _____

COUNTY OF _____, MICHIGAN

PROVISIONAL BALLOT STORAGE ENVELOPE

TO: LOCAL CLERK

★ ★ ★ ★ ★ ★ ★ ★

Michigan Election Resources
Form No. 902

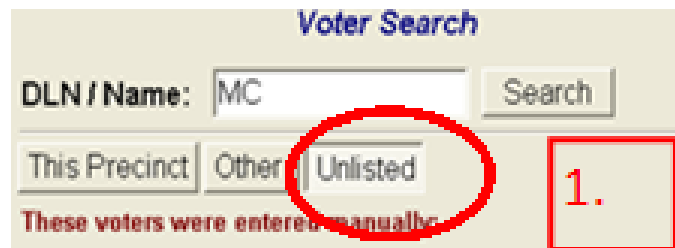
Adding a Voter to the Database

DO NOT COMPLETE THESE STEPS WITHOUT PERMISSION OF A CHAIR/CO-CHAIR/SUPER CHAIR OR CLERK STAFF

ONLY If a Chair/Co-Chair/Super Chair or Clerk Staff request for you to add someone to the voter database , then follow these steps:

To add a Voter before issuing a ballot

1. Click "Unlisted" Tab




Voter Search

DLN / Name: MC Search

This Precinct Other **Unlisted**

These voters were entered manually

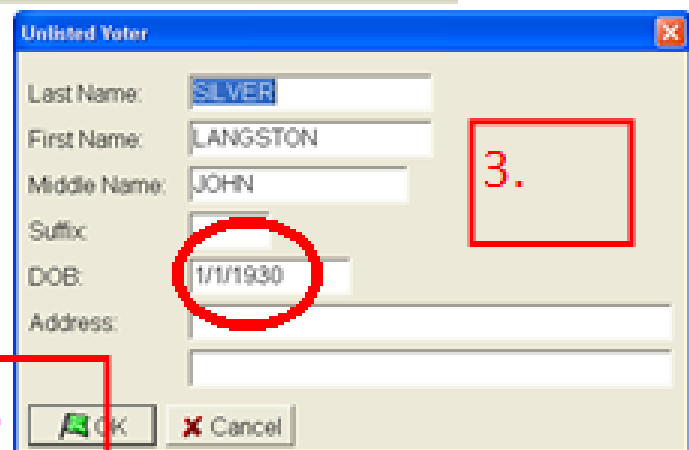
2. Click "New" Button



New Edit

0 matching voters

3. Add Voter Name and Date of Birth



Unlisted Voter

Last Name: SILVER

First Name: LANGSTON

Middle Name: JOHN

Suffix:

DOB: 1/1/1930

Address:

OK Cancel

4. Click "OK"

5. Click "Lock This Voter Record"

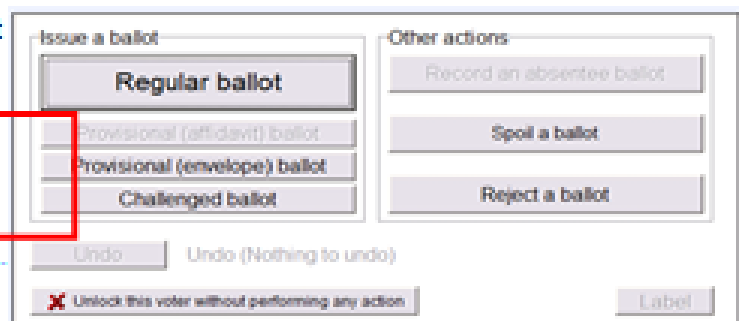
4.

6. Select type of ballot to be issue per instruction of the Chair

7. Enter Ballot Number provided by Ballot Inspector

* Please note that you will need switch back "This Precinct" tab and retype ballot number for the next voter:

6.



Issue a ballot

Regular ballot

Provisional (affidavit) ballot

Provisional (envelope) ballot

Challenged ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

Label